

Section 3.08

ENTRY LEVEL FIREFIGHTER, FIRST YEAR

Department: Fire
Position: Entry Level Firefighter, First Year
Reports to: House Officer on Duty
Category: Full-Time/Non-Exempt/Hourly (Uniform Allowance)
Date: April 1, 2012

Definition:

An entry level firefighter responds to alarms, extinguishes fires, and performs search and rescue. Incumbent ensures the safety of fellow firefighters and the general public. After successful completion of the first year as an entry level firefighter, he/she is promoted to the rank of Firefighter, Second Class.

ESSENTIAL JOB FUNCTIONS AND DUTIES

1. Responds to alarms by reporting to assigned vehicle, riding in assigned vehicle, and/or driving fire vehicles to the scene of the emergency or fire.
2. Fights fires which includes: lifting, carrying, dragging, laying and connecting hose lines from hydrants and equipment to scene; wearing SCBAs, carrying tools and other equipment from vehicle to scene; holding nozzles and directing water streams, or foam; move into fire area, including into confined spaces; raise ladders, crawl and walk on roofs and floors, open holes and windows with axes, bars or hooks for access or ventilation.
3. Ensures all response activities are in compliance with the Department's Medical Director's protocol for medical care.
4. Assists with maintenance and repair of fire department trucks and equipment.
5. Maintains communication with department and with supervisor, co-workers, and other emergency personnel.
6. Studies and reviews maps, books, and fire hydrants of service area.
7. Performs engine house cleaning duties and maintenance of grounds.
8. Attends and participates in training activities involving firefighting, emergency aid, emergency procedures and related subjects.
9. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Must possess a high school diploma or equivalent as required by Indiana Code.
2. Must be at least 21 years of age and no more than 35 years of age.
3. Must pass written examination and Fire Department Physical Agility Test.
4. Must pass an extensive background check.
5. Indiana Public Retirement System (INPRS) must approve the application with respect to the baseline physical and mental standards.
6. Must complete the state mandated 24-hour training session, State Firefighter One Certification and other required training which includes: First Responder/ EMT Medical Course, Hazardous Materials Course, Must pass all state level examinations, by the end of the one-year probationary period.
7. Must work a 24-hour shift, including weekends and holidays.
8. Must be physically capable of operating department vehicles safely and possess a valid Indiana driver's license and have an acceptable driving record.
9. Must be able to read, write, speak, understand, and communicate effectively in English.
10. Must be able to develop and maintain productive work relationships with others.
11. Must be able to investigate, use problem solving techniques, and communicate findings.
12. Must be able to follow oral and written instructions.

13. Must be able to accurately complete, and maintain, necessary records, reports, and paperwork.
14. Must be able to remain calm/decisive/alert and perform duties in emergency and stress related conditions.


DESIRED QUALIFICATIONS

1. Good working knowledge of all Microsoft Office Suite programs.

WORKING ENVIRONMENT

1. Work is performed in the fire station and in outdoor settings. Incumbent may be exposed to extreme weather conditions. Incumbent must be aware of personal safety and the safety of others.
2. Incumbent wears prescribed uniform to work.

The above declarations are not intended to be an "all inclusive" list of duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.

Approval: 
Fire Chief